

MyPhone 101

Handle calls with confidence.

Hello!

Hi

How to answer a phone call.

Step 1

Pick up the phone receiver



Step 2

Smile and say "Hello"

Step 3

Share your first name

"This is Maya"

"How was your day?"

Step 4

Listen and respond politely

If your sibling can't answer their phone, write down a note.



How to take a message.

Name:

Date & Time:

Message:

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How our family talks on the phone.

- Use kind, calm voices
- Take turns talking
- Be respectful to others
- Don't interrupt unless it's an emergency



Ways to start a phone call.

With a family member

"Hi, this is Maya. Is this a good time to talk?"

"Hi Grandma, this is Josh, can I tell you about my field trip?"

"Hey Uncle Tom, how are you? Do you want to talk about fishing with me?"

With a friend

"Hey, it's Ann, can you chat right now?"

"Hi Cody, it's Mike, want to talk about our science project?"

"Hey Amanda, did you ask your parents if you can sleep over this weekend?"